



Fact Sheet Presented by Educational Testing Service

ETS has an email address and a toll free number for customer service:

CAHSEE-Support@ets.org
800-241-5687

Please note that unlike last year, there is only a single point of contact to answer questions pertaining to CAHSEE administering the test, ordering materials, field testing, and scoring.

The following major activities will occur over the next four months:

Pre-ID files — ETS will send districts a letter explaining all the Pre-ID file procedures and policies by mid-December.

- ETS will be using the same file format as STAR for all fields used with both STAR and CAHSEE, though CAHSEE will require a few additional fields not used by STAR.
- All Pre-ID information will be printed directly on the answer documents, as opposed to being sprayed on a label that must be attached to the answer documents.
- Districts must submit their Pre-ID file by January 15, 2002, in order for it to be included in the March administration

Web ordering — The web-ordering system will be functional in early January.

- For the March administration, the web-ordering system will display the order information districts submitted in November with their data verification file. This display will be for informational purposes only and district order information will be frozen.
- If an emergency arises and a supplemental order for the March administration is needed, districts will need to call the customer service number, and **not** use the web ordering system.

- Districts will be able to edit May order information (and information for all subsequent operational administrations) on-line up until a pre-set deadline prior to the administration date.

Field Testing — ETS is currently in the process of recruiting schools to participate in the field test to be held January 21-25, 2002. Participation has numerous benefits for teachers and students alike. Students will be able to practice responding to writing prompts similar to those that may be used on future operational test forms. Interested in participating? Please call the ETS customer service center.

Scoring — ETS needs scorers and is recruiting as many California teachers as possible. Interested teachers are encouraged to contact ETS via the customer service phone number or email address above for more information on how to apply.

- ETS will score the field tests on February 16-17 at sites in San Diego, Bakersfield, Oakland, and Sacramento. It is anticipated that approximately 150 teachers/scorers will be needed for this traditional paper-and-pencil scoring effort..
- ETS will need a large pool of scorers for the on-going scoring of six administrations per year. All scoring will be done on-line, so teachers can complete it at their own home and use their own equipment at a time that is convenient for them.

Test Administration Training — ETS will conduct district coordinator training sessions at six sites across the state in January. A letter will be mailed to all district CAHSEE coordinators by mid-December with the sites and training dates. A training video also will be available upon request in February. The focus of the training sessions will be to walk participants through the CAHSEE administration and materials handling processes from beginning to end.